

**MARWOOD
SCHOOL**

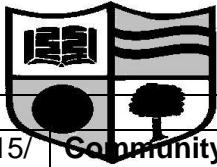
Full Governing Body Meeting

Date	Tuesday 27 th January 2015		Time	7.00 pm
Potential Attendees	Initials	Position	Comments	
Mr Geoff Allix	GA	Parent Governor (T&L/Pupil tracking Lead)	Apologies	
Mr Toby Barnes	TB	Parent Governor	Present	
Vacancy		Community Governor	-	
Mrs Christine Briggs-Wilson	CBW	Parent Governor	Present	
Mr Alun Dobson	HT	Staff Governor (Headteacher)	Present	
Vacancy		Community Governor	-	
Dr Simon Jones	SJ	Authority Governor (Vice Chair of Govs)	Present	
Mrs Corinne Lethaby	CL	Staff Governor (Non Teaching)	Present	
Mrs Barbara Nicolson- Martin	BNM	Staff Governor (Teaching)	Present	
Vacancy		Parent Governor	-	
Mr Peter Silveston	PS	Authority Governor (Chair of Govs/Finance Lead)	Present	
Mrs Rose Elliott	RE	Clerk	Apologies	

MINUTES

2014-15/ GOV/43	Apologies	Apologies had been received in advance from GA.	D
2014-15/ GOV/44	Conflicts of Interest	GOV/51 PS declared an interest as secretary of Marwood Community Hall	I
2014-15/ GOV/45	Minutes of last meeting and Matters Arising not on the Agenda	The minutes from the meeting held on 26 th November 2014 were agreed as a true record.	D
General			
2014-15/ GOV/46	Report of the Headteacher	<p>Copy sent in advance – questions asked.</p> <p>We have not had an independent assessor visit for a while. AD to organise another head / senior leader.</p> <p>BNM explained new book-band assessment – Benchmark Reading being used.</p> <p>Staff to organise reading workshop for parents</p> <p>DFE grant of £14178 towards kitchen fit out has been awarded – only school in Devon.</p> <p>Sewerage tenders invited by 23rd Feb to start 30th March on site.</p> <p>BLC. Yr 3 and 4 have an arts project and a joint water based theme in Lynmouth.</p> <p>Governors agreed to only pay SWGfL what is owed for services received up to Sept 19th 2014.</p> <p>Premises – sewerage DCC have agreed to fund monthly emptying of the septic tank until the new sewerage system is in place.</p>	<p>AD</p> <p>AD</p>
2014-15/ GOV/47	Pupil Numbers	<p>Planned Admission Number</p> <p>Governors wish to be involved in future appeals with Devon. AD to inform Devon.</p>	<p>All</p> <p>AD</p>
2014-15/ GOV/48	Parent Questionnaire	<ol style="list-style-type: none"> Social Event – Simon and Geoff volunteered to organise an event in the new hall for parents in April Governor Profile on website – Governors to lead 	<p>SJ</p> <p>TB</p> <p>All</p>

		<p>and show the staff the way. AD to ask James Rattue to set up the pages. Pete to send Word doc around with pro-forma. Everyone to then add their own profiles..</p> <p>3. Website improving – More up to date photos</p> <p>4. Workshops to support parent's knowledge – to take place in new hall</p>	<p>AD PS</p> <p>GA/AD AD</p>
2014-15/ GOV/49	School Improvement Plan	Review the T & L and Resources sections of the Plan at next T&L on 10 th March	AD
2014-15/ GOV/50	School Visits	Pete showed updated file – encouraged all to continue with visits and to put record in file.	BNM
		Resources	
2014-15/ GOV/51	Finance	<p>Notes of Finance Review meeting held 19th January 2015</p> <p>AD to approach JH for CPD on finance to ensure cover To start in Summer Term - – an action in the SFVS completed for return by 31.03.2015..</p> <p>Community Hall</p> <p>Community Hall overspend – Insulation to the external walls of the hall – opportunity to make a decision to improve the external insulation. Governors voted unanimously to approve a spend to a maximum of £5000 from the school's carry forward to facilitate this. PS declared an interest and did not vote.</p> <p>Discussion around sound insulation - governors are keen to have sound insulation in internal walls between kitchen and hall. This was to be installed, subject to overall £5,000 cost limit.</p> <p>Discussion around ventilation in main hall - suitable system to be installed retrospectively once we have experience of using the hall in summer and winter.</p> <p>Date of hall completion now 27th March.</p>	<p>PS AD AD</p> <p>All</p> <p>D</p>
		Teaching and Learning	
2014-15/ GOV/52	Teaching and Learning	<p>Items for the Teaching and Learning Review meeting to be held on 10th March 2015</p> <ul style="list-style-type: none"> • Assessment process update • Use of text books v handouts • School Improvement Plan • Raiseonline questions to follow up • Homework 	<p>AD</p> <p>All</p>
		General Governance	
2014-15/ GOV/53	Ofsted Q & As	AD and PS cover these at half termly meetings. PS to put notes on cloud for all to access as useful reference.	PS
2014-15/ GOV/54	Website	<p>a. Curriculum details by class – Class 2 missing details</p> <p>b. Sports Premium to be updated</p> <p>c. General update review</p>	<p>AD</p> <p>AD GA</p>
2014-15/ GOV/55	Cloud Storage	Geoff is able to support governors in accessing docs. Governors did not seem to be able to access the 'General Governors Information Folder.' PS to follow-up	GA



Full Governing Body Meeting

		with GA	PS/GA
2014-15/ GOV/56	Community Hall	Update	PS
2014-15/ GOV/57	Governor Training	Update from all Governors GEL courses to be recorded in folder – governors to print off any missing certificates and put in folder..	All All
2014-15/ GOV/58	Reconstitution	Reconstitution of Governing Body a. DCC are in the process of reconstituting our governing body by 17 th February 2015 b. Advert to go out in March Marwood Matters for governor vacancy. Add grandparent reference. c. New parent governor after invitation for nominations – Janine Cook. AD to contact her and give Pete's details	RE/PS/ DCC PS AD
2014-15/ GOV/59	Where We Aim To Be In 3 Years Time?	To go to FGB agenda for 18 th March 2018.	All
2014-15/ GOV/60	Policies for Review at 27th January Meeting	a. Staff Handbook – Change 'aims' to 'ethos' and publish to website. b. Data Protection - adopted c. e-Safety - adopted d. Feedback and Marking – adopted + add notice to website that it has been updated with current research and thinking. e. Schools Financial Value Standard (SFVS) completion - approved f. Financial benchmarking - approved g. SEND – adopted (learning credits and ALS to be removed)	AD GA AD PS PS PS PS
2014-15/ GOV/61	Policies for Review at 18th March Meeting	a. Emergency Plan b. Equality Policy and Impact Assessment c. Health & Safety Policy d. Conduct Book and Think Sheets – Governor Report	CBW TB SJ SJ / AD
2014-15/ GOV/62	Any Other Business	Through the Chair One confidential issue was discussed. Meeting closed 9.15 p.m.	PS AD
2013-14/ GOV/63	Date of Next Meeting	Tuesday 18 th March 2015 at 7.00pm	PS